



# **Using Online Resources in SATERN:**

## *Introduction to SkillSoft*

November 2009



# Session Objectives

- At the end of the session, participants will be able to:
  - Describe the online resources in SATERN
  - Log in to SATERN and launch an online course
  - Locate online books



# **Course Agenda**

## *Introduction*

- Module 1: Overview of Resources
- Module 2: Accessing Online Courses
- Module 3: Accessing Online Books

## *Summary*



# **Using Online Resources in SATERN**

## *Module 1: Overview of Resources*

## What are the New Resources?

- NASA has an Agency-wide agreement with OPM for SkillSoft courseware.
- SkillSoft is a leading provider of comprehensive e-learning solutions including courses and online books.
- All NASA Civil Service employees and contractors have the ability to access to SkillSoft resources from the SATERN learning management system.

## Why integrate SkillSoft Resources into SATERN?

SkillSoft Resources in SATERN offer NASA:

- One-stop access to training and development resources through SATERN, vs. a separate login and portal.
- Automatic update to the employee training history of completed SkillSoft courses; courses will also appear on the employee learning plan.
- Reduction of costs through the consolidation of multiple Center SkillSoft contracts and elimination of manual administrative duties of SkillSoft POCs at NASA Centers.
- Ability to incorporate SkillSoft courses into future SATERN functionality (e.g. IDP and Competency Management).

## What types of Courses and Books are Available?

### Business Skills

- Courseware on soft skills and business knowledge
- Online books from leading business publishers; executive summaries

### Desktop Skills

- Courses to support the use of desktop software technologies
- Books with latest information on standard office software

### Engineering Skills

- Online books and reference materials covering topics important to all engineering professionals

### Information Technology Skills

- In-depth coverage of today's relevant technologies and IT skills
- Preparation for IT Certifications
- IT books on with board and deep coverage on over 100 different technology topics



# **Using Online Resources in SATERN**

## *Module 2: Accessing Online Courses*



## How can I see what training is available?

- You can find out about available SkillSoft training offerings in a number of ways:
  - **Browsing the Catalog**
    - Look at available training by subject area
  - **Simple Catalog Search**
    - Use keyword to search title and description fields
  - **Advanced Catalog Search**
    - Search by specific fields
- If you have used SATERN before, these functions are the same.

*Job Aids and the SATERN Quick Reference Guide provide detail on how to perform each of these tasks.*

### Browsing Online Content from the Catalog

- Choose [Catalog](#) then [Browse Catalog](#) from the menu.

The screenshot shows the SATERN web application interface. At the top, a header bar includes the NASA logo, a welcome message for SOPHIA SHUKLIN, and navigation links for Home, Search Catalog, Help, and Logout. Below this is a main navigation menu with tabs for Personal, Learning, Career, Catalog, and Reports. The 'Catalog' tab is highlighted with a red circle. Below the navigation menu, the 'Browse Catalog' link is also circled in red. A text box explains that this page is used to browse the catalog by Subject Area and that users can click an Expand icon next to any subject area title to view nested subject areas. Below this text is a 'Subject Area Menu' section with a dropdown menu for 'Items' set to 'All'. The menu lists several subject areas: 'Secretarial and Administrative (4)', 'SkillSoft Courseware (1)', 'Books 24x7 (1)', and 'Business Certifications'. A red arrow points to the expand icon (a blue triangle) next to 'SkillSoft Courseware'.

- Use the scroll bar to scroll to [SkillSoft Courseware](#).
- Click on ► to expand the available topics.

**Note: There will be a slight delay until the topics appear.**

## Using Simple Search to find Online Content

- Choose [Catalog](#) then [Simple Catalog Search](#) from the menu.

The screenshot shows the SATERN user interface. At the top is a navigation bar with five tabs: Personal, Learning, Career, Catalog, and Reports. The 'Catalog' tab is highlighted with a red circle. Below this is a section titled 'Simple Catalog Search', which is also circled in red. A red arrow points to the 'Keywords' input field. To the right of the input field is a checkbox labeled 'Exact Phrase', which is circled in red. Below the input field are four checkboxes: 'Curricula', 'Instructor-Led', 'Online' (which is checked), and 'Blended'. There is also a text label 'Other (Select one or more)' next to the 'Blended' checkbox. The 'Online' checkbox is circled in red. At the bottom left of the search section is a 'Search' button, which is circled in red.

- Enter a topic in the [Keywords](#) field.
- Check/uncheck the [Exact Phrase](#) box if needed.
- Uncheck the [Instructor-Led](#) and [Other](#) box to return only [Online](#) courses.
- Click on [Search](#) to get results.

# Using Advanced Search to find Online Content

- Choose [Catalog](#) then [Advanced Catalog Search](#) from the menu.

Personal	Learning	Career	<b>Catalog</b>	Reports
----------	----------	--------	----------------	---------

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by both Learning Items and Scheduled Offerings.

Keywords

Title: Contains

Description: Contains

ID: Starts With

Search Options

Search for:

☐ All
 ☒ Only Items
 ☐ Curricula
 ☐ Only Offerings

☐ Instructor-Led
 ☒ Online
 ☐ Blended
 ☐ Other (Select one or more)

Subject Area: Contains

Select

Delivery Method: Contains

Select

Source: Contains

Select

Search

- Enter data in any of the [Keywords](#) fields.
- Enter “SS-” in the [ID](#) field and change the drop-down to [Starts with](#).
- Uncheck the [Instructor-Led](#) and [Other](#) box to return only [Online](#) courses
- Click on [Search](#) to get results.



## Launching Online Content from the Catalog

- The SkillSoft Courseware subject area has several child subject areas. Click on ► to expand the child subject areas and

The screenshot displays the SkillSoft Courseware catalog interface. On the left, the 'Subject Area Menu' shows a tree structure under 'Business Skills Curricula'. The 'Business Law Curriculum' is expanded, showing 'Fundamentals of Business Law (6)'. The main content area displays three courses:

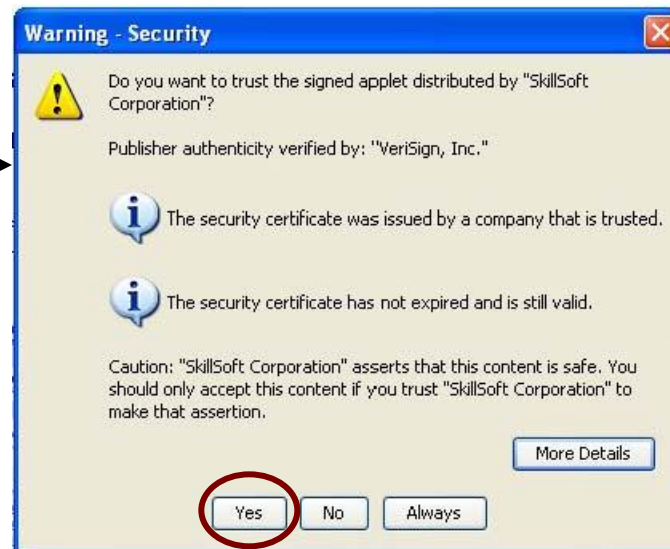
Course Title	Description	Cost	Length	User Rating	Status	Actions
A MANAGER'S INTRODUCTION TO BUSINESS LAW	This course introduces managers to the fundamental concepts of business law. It begins by exposing s More »	Cost: 0.00 (USD)	Length: 3.00	User Rating: N/A	Status: --	<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>
AMERICAN BUSINESS FORMATIONS IN THE 21ST CENTURY	As a manager for your organization, you likely conduct business with numerous companies from differ More »	Cost: 0.00 (USD)	Length: 3.50	User Rating: N/A	Status: --	<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>
CONTRACTS IN COMMERCIAL TRANSACTIONS	Contracts permeate business, whether it is a sale to a customer, the hiring of a new employee, the a More »	Cost: 0.00 (USD)	Length: 4.00	User Rating: N/A	Status: --	<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>

At the bottom right, the 'Records per Page' dropdown is set to 10, showing (6 total records).

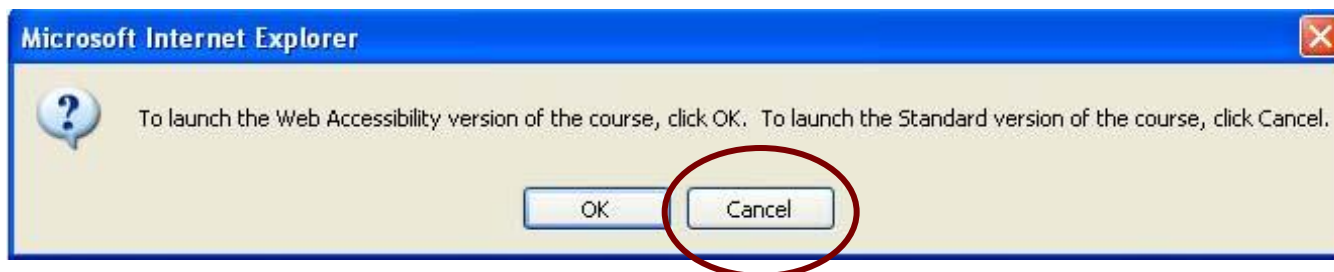
- Click on the name of the course for a complete description.
- Select **Launch Content** for the course you want to complete. Or you can add the course to your learning plan to take at a future time.

## Launching Online Content from the Catalog

- After launching the SkillSoft Course from the Content Structure page:  
If the Security Window displays → Click **Yes**.



- Click **Cancel** to launch the Standard version of the course.  
After the course is loaded the Course Menu will display.



**Note: The first time that you launch a SkillSoft course, expect a longer-than-normal loading time. The SkillSoft Course Player is loading into your browser.**

## Earning College Credit with Online Courses

- SkillSoft courses can be used for training and development and for:
  - Credit toward Undergraduate Degree Programs
  - Continuing Education and Non-Credit Certificate Programs
- SkillSoft currently has agreements with these Academic Partners:
  - **Drexel University**
    - Receive up to 20 credits toward completion of an undergraduate degree.
  - **University of Phoenix**
    - Over 800 business skills and 1,000 IT titles that can be applied toward general education and elective requirements of a bachelor's degree.
  - **American College of Education**
    - 265 course titles - that have been reviewed by the American Council on Education (ACE) and recommended for college credits.
  - **George Mason University**
    - Continuing Education Units (CEU) for SkillSoft Courses
- For more information and program guidelines go to:  
[http://www.skillsoft.com/about/credit\\_programs/academic\\_credit\\_programs/default.asp](http://www.skillsoft.com/about/credit_programs/academic_credit_programs/default.asp)



# **Using Online Resources in SATERN**

## ***Module 3: Assessing Online Books***



## Overview of Books 24 X 7 Referenceware

- Referenceware® is the largest online book resource and is available through SATERN. It offers access to thousands of the latest and best technical books.
- Learners can search a wide collection of unabridged content from the world's leading authorities on business technology and other fields. Expert summaries of leading business books are also available.
- These books, documents and white papers can help learners get critical information for just-in-time problem solving, and knowledge development activities.

### Searching for Books

- Choose [Catalog](#) then [Browse Catalog](#) from the menu.

The screenshot shows the SATERN web application interface. At the top, a header bar includes the NASA logo, a welcome message for SOPHIA SHUKLIN, and navigation links for Home, Search Catalog, Help, and Logout. Below this is a main navigation menu with five tabs: Personal, Learning, Career, Catalog (highlighted with a red circle), and Reports. Under the Catalog tab, the 'Browse Catalog' link is also highlighted with a red circle. A text box explains that this page is used to browse the catalog by Subject Area and that users can click an Expand icon next to any subject area title to view nested items. Below this is a 'Subject Area Menu' section with a dropdown for 'Items' set to 'All'. A list of subject areas is shown: 'Secretarial and Administrative (4)', 'SkillSoft Courseware (1)' (expanded with a downward arrow), 'Books 24x7 (1)', and 'Business Certifications'. A red arrow points to the expand/collapse icon next to 'SkillSoft Courseware'.

- Use the scroll bar to scroll to [SkillSoft Courseware](#).
- Click on ► to expand the available topics.

**Note: There will be a slight delay until the topics appear.**

## Searching for Books

- Click on **Books 24 x 7** in the Subject Area Menu. Select **Launch Content**.

The screenshot shows the 'Subject Area Menu' interface. On the left, a tree view lists categories: 'Secretarial and Administrative (4)', 'SkillSoft Courseware (1)', and 'Books 24x7 (1)'. A red arrow points to 'Books 24x7 (1)'. Below it are sub-items: 'Business Certifications', 'Business Skills Curricula', and 'Desktop Certifications'. On the right, the 'Books 24x7 (1)' item is expanded, showing a description: 'Referenceware offers full access to the unabridged contents of thousands of business and technology More »'. Below the description are fields for 'Cost: 0.00 (USD)', 'Length:', 'User Rating: N/A', and 'Status: Already On Plan'. A red circle highlights the 'Launch content' button in the bottom right corner.

- Then launch Books 24 x 7 from the Content Structure page.
- On the reference screen Click **I Agree**.

The screenshot shows a 'Getting Started' screen with the text: 'Click below to agree to the terms of the membership agreement and gain access to the service.' Below this text is a button labeled 'I Agree', which is circled in red.

## Searching for Books

- From the Home Page you can browse topics, review new books, and see a list of the most popular top books.

- You can enter a search word or phrase in the **Search** box.

- Use the **Browse Topics** box to drill down and select a list of books on a particular subject.

The screenshot displays the books24x7 website interface. At the top, there is a navigation bar with links for 'My Home', 'Account Info', 'Settings', and 'Help'. Below this is a search bar with a 'Search:' label and a 'GO' button. The main content area is divided into several sections: 'My Home' with a 'Browse Tools' section, 'Bookshelf Folders' (Default, Find Books, New Books, Top Books, History), and 'Manage Folders'. The 'Recently Added Books' section lists several titles, including 'Applied Multivariate Statistics with SAS Software, Second Edition' by Ravindra Khattree and Dayanand N. Naik, 'The Focal Easy Guide to Adobe Audition 2.0' by Antony Brown, 'Global Project Management Handbook: Planning, Organizing, and Controlling International Projects, Second Edition' by David I. Cleland and Roland Gareis, 'Handbook of Employee Benefits: Design, Funding and Administration, Sixth Edition' by Jerry S. Rosenbloom, 'The Lead Ladder: Turn Strangers Into Clients, One Step at a Time' by Marcus Schaller, and 'An American's Guide to Doing Business in China' by Mike Saxon. On the right side, there is a 'Browse Topics' section with a 'View by' dropdown menu set to 'Technical Topics'. The topics listed include Business and Culture, Certification and Compliance, Databases, Desktop & Office Applications, Enterprise Computing, Graphic Design & Multimedia, Hardware, IBM Technologies, Networks & Protocols, Operating Systems, Programming Languages, ReferencePoint Suites, Security, Software Engineering, Telecommunications, and Web Programming & Development.



# **Using Online Resources in SATERN**

## Summary

## Summary

- Web-based online resources are available through NASA's SATERN Learning Management System. These resources expand the training and development opportunities available to NASA employees.
- Job aids are available as a guide and reference for different functions and tasks.
- Support for SkillSoft resources in SATERN is available via the SATERN Help Desk, and through the POCs at each Center.